

**Princes Gardens Surgery
Patient Participation Meeting**

Monday 16th October 2017 - 3pm -4pm

Chair: David Welch **Secretary:** Louisa Enriquez

Present: Jan Lane, Sharon Blight, Jan Hoyland, Richard Hoyland, Ann Hawkins

Guests: None

Item		Action
1	PPG Slide show (Attached)	
2	Draft Terms or Reference & Constitution To be read and agreed on at next meeting (Attached)	
3	Confidentiality Agreements All PPG members to sign Confidentiality agreement (Attached)	
4	PPG Information leaflet (Attached)	
5	'Meet & Greet' 1st November 2-4pm → All available to arrive at 1.30pm to help set up → Hand out PPG flyers → Mingle and meet and greet → Poster to be displayed in waiting room advertising event → LE to send sms message invites to all patients → LE to arrange drinks and biscuits → LE to arrange comment box	
6	Post 'Meet & Greet' catch-up Tuesday 7th November at 5pm at Brewers Fayre Aldershot → To discuss suggestions from 'meet and greet' and plan future.	DC, JL, SB, JH, RH, AH, DW
7	Next Meeting - 7th November 5pm Brewers Fayre, Aldershot Next Committee Meeting date - Wednesday 6th December 2017 at 5.30pm Chair: David Welch Secretary: Louisa Enriquez	